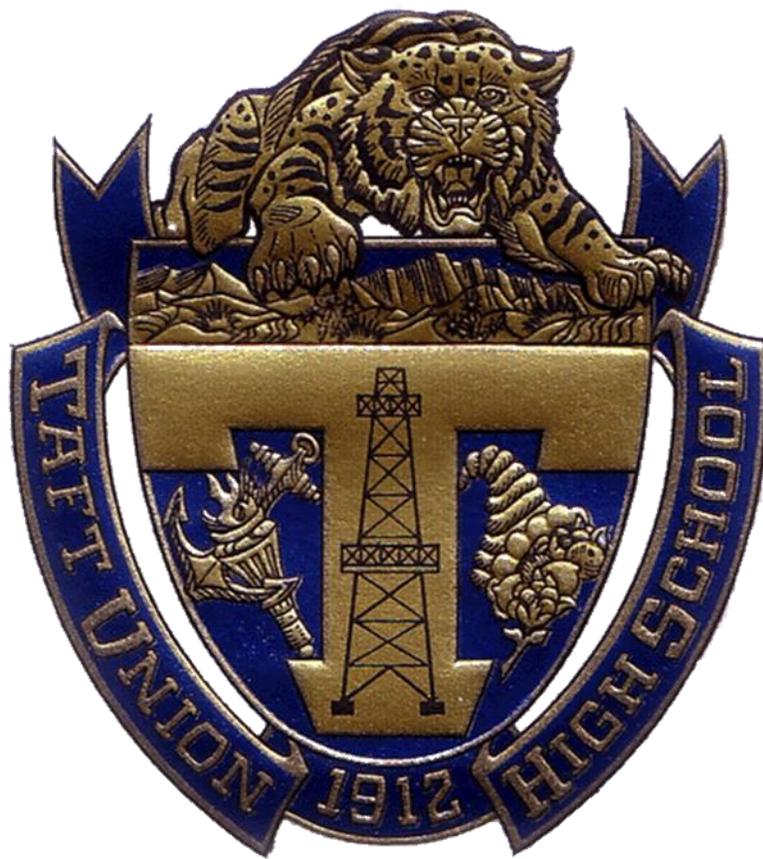


COVID-19 PREVENTION PLAN



Revised: November 18, 2021

This Covid—19 Prevention Plan was designed by the Taft Union High School District to set forth standards and protocols for the safety and well-being of TUHSD employees, students and any other persons accessing TUHSD office and school settings. Its contents are to be implemented organization- wide and utilized in conjunction with department/program site-specific plans. This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

TABLE OF CONTENTS

INTRODUCTION	2
COVID-19 RESPONSE TEAM	2
PROTECTION GUIDELINES	3
COVID-19 TESTING	3
RETURN TO WORK/SCHOOL AFTER ILLNESS PROTOCOL	4
FACE COVERING PROTOCOL	5
CLEANING & DISINFECTING	6
PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES	6
CAL/OSHA COVID-19 PREVENTION PROGRAM	7
DEFINITIONS AND NOTES	12
TREE 1: STUDENT OR STAFF WITH SYMPTOMS	13
TREE 2: POSITIVE CASE AT STCHOOL FOR STUDENTS ONLY	14
TREE 3: POSITIVE CASE AT SCHOOL FOR STAFF ONLY	15
TREE 4: IN-HOME EXPOSURE STUDENT OR EMPLOYEE	16
TREE 5: PRESUMPTIVE POSITIVE CASE STUDENT OR EMPLOYEE	17

INTRODUCTION

The Taft Union High School District ("TUHSD") is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) and local public health officials to mitigate the spread of COVID-19. COVID-19 has propelled the world into unprecedented times. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents, and members of the public. Together, we can contribute to the wellness of our schools and community.

It will be a combination of mitigation strategies that will guard us against COVID-19. Proven mitigation strategies include:

- Social distancing (staying at least six feet away from others)
- Wearing a facial covering
- Good respiratory etiquette
- Hand hygiene
- Frequent cleaning and disinfecting of surfaces

Any one of the strategies indicated above could offer some protection against COVID-19. However, in combination with each other, the strategies will offer layers of protection to the people who practice them. There will be times where one strategy may not be feasible but using other strategies can make up for the absence of another. For example, when six feet between people cannot be maintained, we can wear facial coverings and be mindful of the amount of time we are in close proximity to better protect those involved.

The following TUHSD COVID-19 Prevention Plan is designed to set forth standards and protocols for TUHSD employees as we return to our onsite work locations, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this toolkit to account for the necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other.

All supervisors and managers are responsible to implement and enforce all aspects of this document. In addition, all employees are expected to adhere to the standards and protocols contained in this document.

COVID-19 RESPONSE TEAM

- Chief Human Resources Official, Teri Parker
- Rocky O'Neill, MOT Manager
- Human Resources Specialist, Ashlei Duncan
- District Nurse, Andria Smith
- Health & Safety Services Coordinator, Leilah Cordero
- Health Assistant, Caitlyn Emberson
- Health Assistant, Tiffany Orrin

PROTECTION GUIDELINES

Purpose: To identify the employer and employee responsibilities as TUHSD facilities reopen for staff and students.

Employer Responsibilities:

The following Protection Guidelines are TUHSD's responsibilities that will be in place until further notice:

- Provide PPE and cleaning/sanitizing supplies for TUHSD employees
- Post signage throughout TUHSD buildings and worksites to raise awareness regarding health and safety protocols
- Ensure routine cleaning of frequently touched surfaces
- Implement measures encouraging physical distancing of a minimum of six feet between individuals; when physical distancing cannot be maintained, implement procedures to protect employees and students

Employee Responsibilities:

The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice:

- Extend grace and civility to all those you interact with while in the workplace
- Wear face covering in accordance with the Facial Covering Protocol
- Maintain a minimum of six feet of physical distance when possible
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer
- Avoid touching eyes, nose and mouth with unwashed hands
- If you are ill or ordered to quarantine, stay home, except to get medical care. Utilize your leave entitlements and return to work when symptom-free
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning/disinfecting
- Avoid gatherings during assigned breaks and lunch times as much as possible
- Minimize close contact and no physical greetings such as a handshake or hugs

COVID-19 TESTING

Per the California Governor Executive Order dated August 5, 2021, TUSHD employees who have not submitted verification they are fully vaccinated against COVID-19 must submit to weekly COVID-19 testing. TUHSD offers the weekly testing at no cost to the employee.

STAFF TESTING INFORMATION

Who: TUHSD Staff

What: Self-administered COVID-19 nasal swab test.

Where: Room 105 at Taft Union High School District (location subject to change)

When: Once per week. TUHSD will communicate with staff the weekly testing windows

What is the cost?

There is no charge to TUHSD employees.

Exceptions to mandated weekly testing:

- Vaccination status changes to “fully vaccinated.”
- During a recess period (e.g. winter closure).
- When employee is on an approved leave of absence.
- When a temporary/short-term/retired/substitute employee is not scheduled to work during a specified time-period.
- For a period of 90-days from the date of a positive test result for COVID-19.

STUDENT TESTING INFORMATION

Who: TUHSD Students who are participating in modified quarantine or participating in an indoor extracurricular activity/sport while unmasked (i.e. basketball)

What: Self-administered COVID-19 nasal swab test.

Where: Room 105 at Taft Union High School District (location subject to change)

When: Testing cadence to be determined on an as needed basis by Health & Safety Services Team

What is the cost?

There will be no charge to TUHSD students.

RETURN TO WORK/SCHOOL AFTER ILLNESS PROTOCOL: STUDENTS & STAFF

Purpose: To provide guidance on when to allow a student to return back to school and an employee to return back to work after showing signs of a fever and respiratory illness.

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER ILLNESS

Staff and students may return to work/school when the following criteria is met:

1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
2. Other symptoms have improved.
 - * Staff members or students should have a negative test for SARS-CoV-2, OR healthcare provider documentation that symptoms are typical of the staff member's or student's underlying chronic condition (e.g., allergies or asthma) OR healthcare provider confirmation of an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus) OR at least 10 days have passed since the onset of symptoms

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER CONFIRMED POSITIVE COVID-19 TEST

In accordance with the KCDPH, students and staff may return to work/school after a positive COVID-19 test, as soon as the following criteria is met:

- If tested positive for COVID-19 and ASYMPTOMATIC, they can return to work/school if
 - 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
- Tested positive for COVID-19 and SYMPTOMATIC, they can return to school/work if:

- At least 10 days have passed since symptoms first appeared and at least 1 day (24hours) have passed since last fever without the use of fever-reducing medications and
- Other symptoms (i.e., cough, shortness of breath, body aches, etc.) have improved

FACE COVERING PROTOCOL

Purpose: The following shall be the protocol for wearing a face covering while in an TUHSD facility as a measure to mitigate the spread of COVID-19.

TUHSD Employees

Face coverings are encouraged to be worn at all times.

Face coverings must be worn at all times when inside TUHSD facilities with students present.

Staff are not required to wear face coverings while indoors and more than 6 feet apart from one another.

If an employee wants to be exempt from the face covering policy please contact Human Resources to request an accommodation. Supervisors are not authorized to make exceptions and must refer employees to Human Resources.

An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk or linen. Acceptable cloth face covering options include, but are not limited to:

- Face covering provided by TUHSD
- Neck gaiter (recommend double folded)
- Homemade face covering (at least double folded)
- Face shield with a cloth drape on the bottom*



NOTE: The employer will provide a face shield with instructions on how to attach a required cloth drape. These are not recommended to be worn alone except for TUHSD instructional-setting staff who need to be seen to provide instruction and students who are medically unable to wear a facemask. Otherwise, it is recommended to have a face mask on as well as the shield.

Not allowed: A face covering that does not cover the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person's face; has holes or tears in the fabric; and/or obstructs an employee's vision do not comply with this protocol. An employee or member of the public must immediately replace their face covering when damaged or leave the facility.

Employees who choose to use a surgical mask or N95 respirator may do so as long as the surgical mask or N95 respirator is in good condition and can remain securely attached to the employee's face. If employees choose to wear an N95 respirator, they may be required to sign a waiver.

*To comply with cloth drape, employee may tape a paper towel to the bottom of the face shield and replace paper towel on a daily basis.

Face masks with vents are not allowed, please use an alternative approved face covering.

TUHSD Students

Students shall wear face coverings in compliance with each school site and school district protocol, and in accordance with the California Department of Public Health Return to School Guidance. TUHSD shall accommodate children with disabilities regarding face coverings and other health and safety protocols.

CLEANING & DISINFECTING

Purpose: To provide information on intensified disinfecting efforts during the COVID- 19 pandemic.

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Restrooms are cleaned as needed throughout the business day.
- Classrooms cleaned and sanitized daily and deep cleaned one day a week.
- All offices are cleaned and sanitized daily.
- Offices are deep cleaned periodically.
- The Maintenance Department orders and maintain proper cleaning supplies which are used in the hourly/daily cleaning regiment.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- When a positive COVID case has been determined in one of our facilities, the Human Resources Department will inform the Maintenance and Transportation (MOT) Department of the infected area or classroom.
- M.O.T Department will send a team wearing their PPE equipment to spray and sanitize all affected areas with Buckeye E23.
- No outside service will be used to sanitize exposed areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses.

No equipment is shared.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- All restrooms have handwashing facilities. There are additional handwashing facilities in district buildings.

Hand sanitizer is provided for all classrooms and offices:

- Employees and students have been trained in the importance of frequent handwashing for at least 2 minutes.
- Time is provided for handwashing.
- We do not use hand sanitizers that contain methanol.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Yes, we provide the appropriate protection. We do not use respirators.

Cal/OSHA COVID-19 PREVENTION PROGRAM

IDENTIFICATION AND EVALUATION OF COVID-19

TUHSD will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

SYSTEM FOR COMMUNICATING

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- Employees should report COVID-19 symptoms and possible hazards to the Human Resources Department. This can be accomplished via email or by telephone. The telephone number is (661) 763-2300, ext. 336.
- Employees can report symptoms and hazards without fear of reprisal.
- Written updates of COVID-19 related measures.

Updated email communications are provided to our employees on an as needed basis and they have the opportunity to respond.

- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Employees can report symptoms and hazards of COVID-19 without fear of reprisal. Employees can secure voluntary testing utilizing their employer provided health care benefits. Employees with special medical needs that put them at risk of severe COVID-19 illness should contact the Human Resources Department and schedule an accommodation meeting.

In the event an employee may have had COVID 19 exposure at the workplace, the District will provide written notification to the employee and their bargaining unit representative of the possible exposure. Notifications will be made in accordance with guidelines in SB 685 and Cal OSHA regulations. Employees will be given specific information regarding their rights and options under the circumstances.

In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

If there is required testing because of an outbreak, we will inform employees by way of email.

TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

The fact that:

- COVID-19 is an infectious disease that can be spread through the air.
- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

We have provided online trainings for staff and students on COVID-19 related matters. If an employee is observed engaging in behavior that does not follow our procedures and may increase the change of exposure, that employee is counseled and instructed the follow proper protocols.

Public School Works database will be used to document this training.

REPORTING, RECORDKEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Investigating COVID-19 cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

COVID-19 INSPECTIONS- sample form

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

DEFINITIONS AND NOTES

Close Contact

Close contact is defined as being within 6 feet of a confirmed COVID-19 person for a cumulative total of 15 minutes or more over a 24-hour period. The term “exposed” may be used synonymously with “close contact.”

Quarantine

Quarantine keeps someone who has been exposed to the virus away from others. The **standard quarantine** period is 14 days. If a close contact is asymptomatic, he or she may follow criteria for a **shortened quarantine** as outlined below.

- May return to campus on day 11 from date of last exposure without test.
- OR-
- May return to campus on day 8 from last exposure with negative test collected on or after day 5.

NOTE: In order for an asymptomatic close contact to discontinue quarantine before 14 days following last known exposure, they must: Continue daily self-monitoring for symptoms through day 14 from last known exposure; Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through day 14 from last known exposure. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

Isolation

Isolation keeps someone who is infected with the virus away from others, even in their home.

NOTE: Anyone isolating must meet the discontinue isolation criteria: [Guidance on Isolation and Quarantine for COVID-19 Contact Tracing \(ca.gov\)](#).

Persons may be released to return from isolation by:

- A medical provider.
- A letter by a Public Health Nurse assigned as the case manager.

Fully Vaccinated

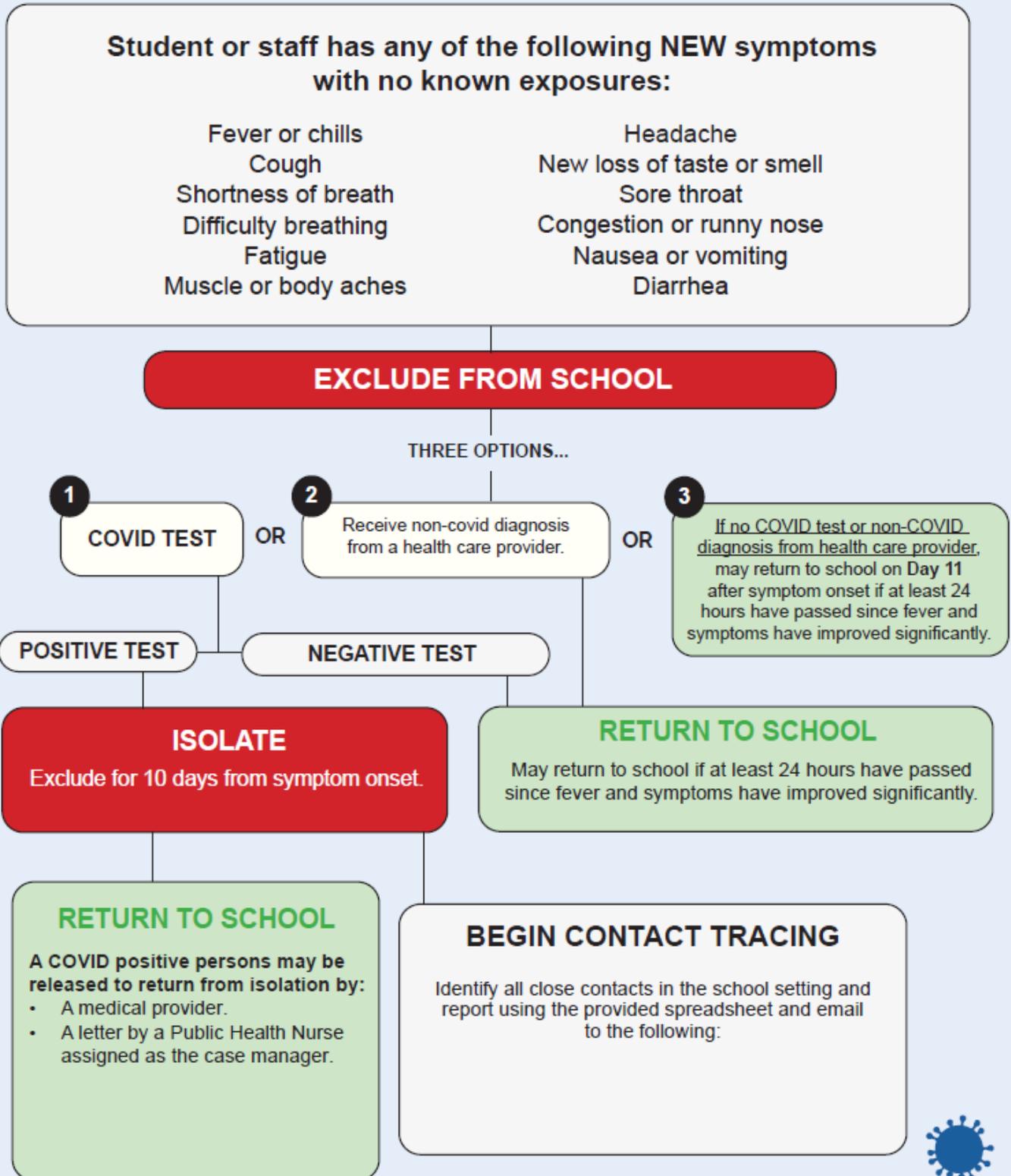
Fully vaccinated is defined as having received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.

Acceptable Tests

Diagnostic PCR tests are preferred, but not required. Other options include rapid antigen tests and pooled PCR tests.



TREE 1: STUDENT OR STAFF WITH SYMPTOMS



TREE 2: POSITIVE CASE AT SCHOOL FOR STUDENTS ONLY

POSITIVE PERSON AT SCHOOL

Was the positive person within 6 feet of any student for a period that adds up to 15 minutes or more over a 24-hour period?

NO

No close contacts identified. No action needed.

YES

WAS THE CLOSE CONTACT STUDENT FULLY VACCINATED?
Or have had COVID-19 in the past three months?

YES

NO

IS THIS STUDENT SYMPTOMATIC?

Were the positive case and the exposed student **BOTH** wearing masks?

YES

NO

YES

NO

ISOLATE

Exclude for 10 days from symptom onset.

Test for COVID-19.

SEE DEFINITIONS AND NOTES FOR FURTHER ISOLATION GUIDANCE

RETURN TO SCHOOL

May return to campus. Testing recommended.

IN-SCHOOL MODIFIED QUARANTINE

Student may continue in-person instruction if asymptomatic. Test 2x per week for 10 days after exposure. No extracurricular activities during 10 days.

QUARANTINE

Exclude for 14 days from last exposure.

- OR -

Follow criteria for a shortened quarantine outlined below.

Test for COVID-19.

RETURN TO SCHOOL IF ASYMPTOMATIC

On day 11 from date of last exposure without test.

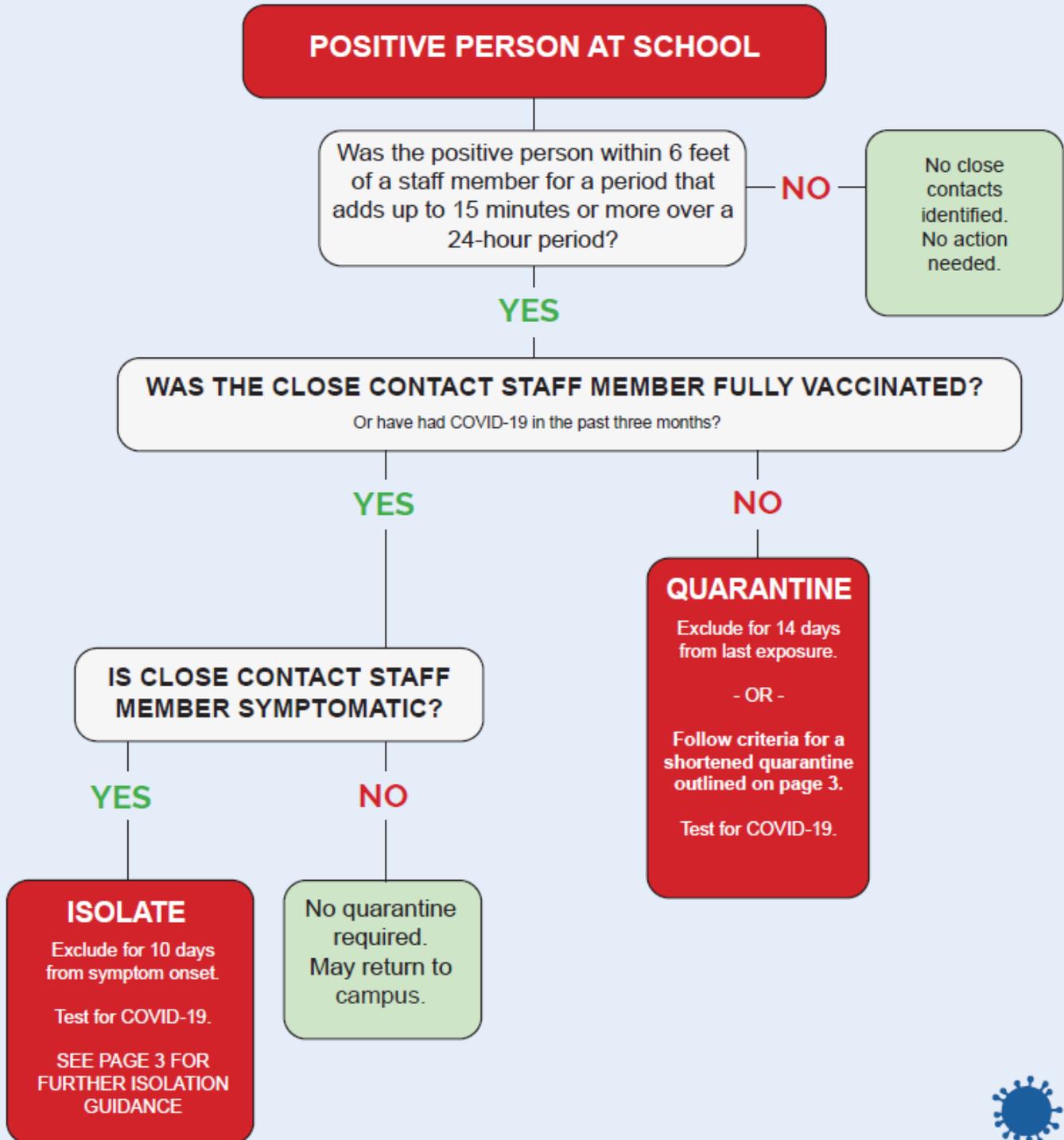
-OR-

On day 8 from last exposure with negative test collected on or after day 5.

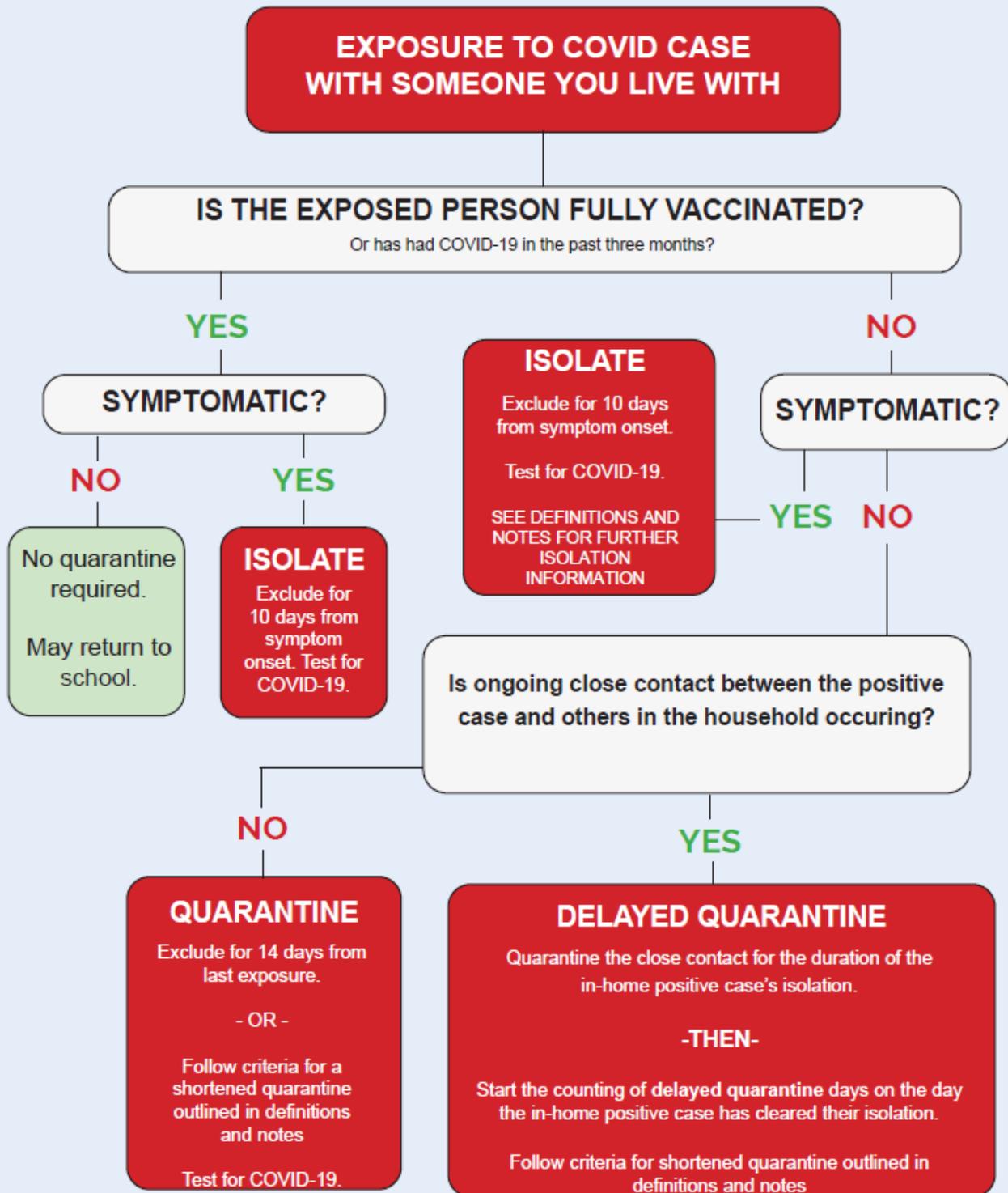
In order for an asymptomatic close contact to discontinue quarantine before 14 days following last known exposure, they must: Continue daily self-monitoring for symptoms through day 14 from last known exposure; Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through day 14 from last known exposure. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.



TREE 3: POSITIVE CASE AT SCHOOL FOR STAFF ONLY



TREE 4: IN-HOME EXPOSURE STUDENT OR EMPLOYEE



**TREE 5:
PRESUMPTIVE POSITIVE CASE
STUDENT OR EMPLOYEE**

